

# LOUISIANA TECH UNIVERSITY

## INVITATION TO BID ONLY



BIDDER MUST FILL IN COMPANY NAME  
AND COMPLETE ADDRESS (PRINTED OR TYPED)

RETURN THIS FORM TO:

**PURCHASING OFFICE**  
P.O. Box 3157  
408 Keeny Hall  
College Drive  
RUSTON, LA 71272

Phone: 318-257-4205  
Fax: 318-257-3772

Company Quote  
# if applicable

PHONE:

FAX:

EMAIL:

**FAILURE TO SIGN WILL DISQUALIFY BID**

**BID OPENING:**

2:00 PM April 14, 2010

**BID NUMBER:**

50012-139-10

**DEPARTMENT**

Football

**PRICE MUST BE FIRM FOR AT  
LEAST 30 DAYS FROM OPENING  
DATE**

**DELIVERY IN**  **DAYS**

**TERMS**

**BIDDER AGREES TO COMPLY  
WITH ALL CONDITIONS  
BELOW AND ATTACHED TO  
THIS REQUEST.**

Prices are to be  
complete and the FOB  
point to be Louisiana  
Tech University unless  
otherwise specified.

Typed or Printed Name

Authorized Signature/Title

**SEALED BID REQUEST FOR CHARTER AIRCRAFT TO  
TRANSPORT LOUISIANA TECH UNIVERSITY FOOTBALL  
TEAM FOR THE 2010-2011 SEASON.**

AIRCRAFT SPECIFICATIONS AND 2010-2011 GAME  
SCHEDULE FOR 3 FLIGHT TRIPS ARE ATTACHED.

**Direct inquiries to: Tommy Sisemore @  
318-257-4111.**

**NOTE:** This is a SEALED bid request. Faxed bids  
are not acceptable.

**Signature Authority:** In accordance with L.R.S.  
39:1594 (Act 121), the person signing the bid  
must be:

1. A current corporate officer, partnership member  
or other individual specifically authorized to  
submit a bid as reflected in the appropriate  
records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as  
reflected by an accompanying corporate resolution,  
certificate or affidavit; or
3. An individual listed on the State of Louisiana  
Bidder's Application as authorized to execute bids.

By signing the bid, the bidder certifies compliance.

**IMPORTANT:** If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specification. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references or not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any item.





Louisiana Tech University  
Athletic Department  
Attention: Tommy Sisemore  
Thomas Assembly Center  
Room 104  
1650 West Alabama  
P.O. Box 3046  
Ruston, Louisiana 71272  
Phone: 318-257-5323  
Fax: 318-257-2891  
Email: [Sisemore@latech.edu](mailto:Sisemore@latech.edu)

## AIRCRAFT SPECIFICATION

All bids should include: all applicable taxes and fees, ground handling, landing fees, as well as athletic catering on both outbound and inbound flights.

Aircraft shall have passenger seating capacity of at least 140. Will be receptive to bids for aircraft that can seat more than 140. Seating for 12 first class seats are preferred.

Aircraft payload must be large enough to transport team, guest, all passenger luggage and approximately 6000 pounds of football equipment. Because aircraft will be transporting football players, the average passenger weight will be approximately 210 pounds per person or more. Aircraft must have a minimum payload of 39,500 pounds. Aircraft must be capable of flying non-stop from (MLU), Monroe Regional Airport, Monroe, Louisiana to each location on Friday and non-stop on the return flight.

All flights shall depart and return to (MLU) Monroe Regional Airport, Monroe, Louisiana.

Aircraft required to arrive (MLU) Monroe Regional Airport (1 1/2) one and half hours prior to departures on Friday so that 6000 pounds of football equipment can be loaded into aircraft, passengers can complete TSA screening and board aircraft. This is to insure that charter departs (MLU) Monroe Regional Airport on time.

Aircraft will need to depart (MLU), Monroe Louisiana and arrive at opponents location at approximately 1:00 P.M. (local time) for outbound flights on Fridays.

FBO operations required.

Charter aircraft is required to over night at destination.

Return flights will depart approximately 5-6 hours after game starts.

All flights shall include athletic catering for each passenger. Outbound flights will include no less than (2) two six inch hoagie sandwiches, (1) one six inch turkey sandwich with cheese, (1) one six inch roast beef sandwich with cheese, (1) one bag of chips, (1) one large Snickers candy bar, (1) one large apple or banana (1) one 20oz bottle water, (1) one 20oz bottle sport drink.

Inbound flights after the game athletic catering will include no less that (1) one six inch hoagie sandwich, one six inch turkey sandwich with cheese, (1) one bag of chips, (1) one large Snickers candy bar, (1) one large apple or banana, (1) one 20oz bottle water, (1) one 20oz bottle sport drink.

Standard Beverage Service required on both outbound and inbound flights in addition to athletic catering drinks.

Contractor or carrier will provide a Contract Representative or Charter Coordinator, (GSC) Ground Security Coordinator and charter aircraft mechanic on both outbound and inbound flights.

Carrier will provide Certificate of Liability Insurance with a minimum coverage of \$500,000,000.00. Certificate of Liability Insurance will name State of Louisiana and Louisiana Tech University as additional insured.

Carrier will provide a current Part 121 Air Carrier Certificate. Carrier will list number of aircraft in fleet that are under the current Part 121 Air Carrier Certificate and meet the requirements above.

Carrier will be required to provide Air Carrier Certificate and Certificate of Liability Insurance before issuance of contract.

Carrier is required to provide fuel base price and fuel surcharge calculation spread sheet from base price to \$4.00 per-gallon with bid proposal. Spreadsheet must reflect each ten-cent rise over the base price to \$4.00 per gallon.

LOUISIANA TECH ATHLETICS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS BASED ON WHAT IS IN THE BEST INTEREST OF LOUISIANA TECH FOOTBALL CHARTER AIRCRAFT NEEDS.

LOUISIANA TECH ATHLETICS WOULD LIKE TO ENTER INTO AN AGREEMENT THAT WOULD ALLOW FOR A (3) THREE YEAR OPTION TO RENEW, IF BOTH PARTIES AGREE ON TERMS.





## 2010 GAME SCHEDULE

GAME DATE	OPPONENT	GAME TIME
Game 1, October 26, 2010	Boise State University	TBA Mountain
Game 2, November 13, 2010	New Mexico State University	TBA Mountain
Game 3, November 27, 2010	San Jose State University	TBA Pacific

## FLIGHT SCHEDULE

### GAME 1

#### Date

October 25, 2010

#### From

(MLU) Monroe Regional Airport  
Monroe, Louisiana

#### To

(BOI) Boise Air Terminal  
Boise, Idaho

October 26, 2010

(BOI) Boise Air Terminal  
Boise, Idaho

(MLU) Monroe Regional Airport  
Monroe, LA

### GAME 2

#### Date

November 12, 2010

#### From

(MLU) Monroe Regional Airport  
Monroe, Louisiana

#### To

(ELP) El Paso International  
Airport - El Paso, Texas

November 13, 2010

(ELP) El Paso International Airport  
El Paso, Texas

(MLU) Monroe Regional Airport  
Monroe, Louisiana

### GAME 3

#### Date

November 26, 2010

#### From

(MLU) Monroe Regional Airport  
Monroe, Louisiana

#### To

(SJC) San Jose International  
Airport - San Jose, California

November 27, 2010

(SJC) San Jose International Airport  
San Jose, California

(MLU) Monroe Regional Airport  
Monroe, Louisiana

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF QUOTATION  
ANY EXCEPTIONS THERETO MUST BE IN WRITING

#### REQUIREMENTS AND INSTRUCTIONS

For Request for Quotation \$25,000 or less you may FAX your quote to (318) 257-3772 or you can MAIL or DELIVER your quote to Louisiana Tech University, Purchasing Department, PO Box 3157, 408 Keeny Hall, College Street, Ruston, LA 71272. Bids over \$25,000 must be submitted in a sealed envelope with the bid number and the date due conspicuously posted on the front of the envelope.

Bids signed in ink should be submitted on this form.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Prices must be firm for at least 30 days from bid opening date.

Terms will be considered Net 30 unless otherwise specified.

Bids cannot be altered or amended after opening. Any alterations made before bid opening should be initialed by vendor.

Louisiana Tech University reserves the right to accept quotes after this date if it is determined to be in the best interest of the state.

If bidder takes no exception he will be required to furnish product as specified in the ITB. All items shall be new and in first class condition unless otherwise stated in ITB. Oral agreements will not be recognized.

#### REJECTION OF BIDS

Louisiana Tech University reserves the right to reject any or all bids and to waive all informalities.

#### AWARDS

Awards will be made to the lowest responsible and responsive bidder, taking into consideration the quality of the products to be supplied, their conformity with the specifications, the purpose for which they are required, and the time of delivery. Discounts for less than 30 days will not be considered for award purposes. Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

#### LOUISIANA PREFERENCE

A preference will be given to materials, supplies, and provisions produced, manufactured, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside the State. It will be the bidder's responsibility to indicate on his bid response which items qualify.

#### ACCEPTANCE

Only the issuance of a purchase order or a signed contract constitutes acceptance by the University.

#### TAXES

In accordance with Act 1029 of the 1991 Legislative regular session, Louisiana Tech and all other state agencies are exempt from state sales and use tax.

#### DELIVERY

Quote should show number of days required to place material in Central Receiving at Louisiana Tech. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Default in promised delivery or failure to meet specifications may result in cancellation of order. The defaulting vendor may be responsible for any additional cost in reissuing the order (RS39:1661(c)). No substitutions or cancellations permitted without approval from Purchasing. Delivery should be made between 7:30am to 4:00pm week days. PURCHASE ORDER NUMBER MUST APPEAR ON ALL BOXES AND SHIPPING SLIPS. Goods may be returned if not identified.

#### INSPECTION AND ACCEPTANCE

Each item upon delivery will be inspected by Louisiana Tech. Acceptance will be made after inspection determines that all requirements of the specifications are met and the goods are in acceptable condition.

#### PAYMENT

Invoices for items shall be submitted in duplicate to the Comptroller's Office, Box 7924, Ruston, LA 71272. Items must be invoiced with quantity, unit, and price indicated on purchase order. PURCHASE ORDER NUMBER MUST APPEAR ON EACH INVOICE.

**NOTE TO BIDDER:** Any terms and conditions attached to a bid will not be considered unless the bidder specifically references them on the front of this bid form. The laws of the State of Louisiana must prevail on all bids. Abstracts of bids are not furnished, but are kept on file in the Purchasing Office for inspection by any citizen.